

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u> AC Sports Coordinator (Seasonal)	<u>Revision Date:</u> 02/06 <u>EEO Function:</u> Parks & Rec <u>EEO Category:</u> Paraprofessional <u>Status:</u> Non-exempt <u>Control No:</u> 50924
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises activities, classes, leagues, tournaments and participants for recreation programs.

III. Essential Duties

- Dispense rosters and materials for participants, coaches and instructors of each sport/activity.
- Implement and monitor assigned programs to ensure the success of the program and the safety and enjoyment of those participating.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Promote the assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Assist in evaluation schedules and techniques to determine the level of success in achieving program objectives.
- Prepare and complete all records and reports regarding facility needs, participation in programs and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site.
- Participate in hiring, promoting, disciplining and terminating of assigned employees.
- Make staff assignments and set staff schedules.
- Train assigned employees.
- Prepare performance appraisals on supervised employees.
- Develop and promote good working relationships and communication between staff members.
- Prepare and monitor budget estimates for activity programs.
- Inventory activity equipment and supplies.
- Assist in helping retain members.
- Handle complaints, questions and concerns related to the Sports Center.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent.

License/ Certifications: Must possess a valid Utah Driver's license; must have current certification in community CPR or must obtain certification within 30 days of hire.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Experience: Minimum one year experience in coordinating and organizing sports activities and running tournaments and leagues; additional experience in administration and supervision of program instructors, and instructional classes.

Knowledge of: In depth knowledge required of assigned program; principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups.

Tool, Machine, Equipment Operation: Regular use of a telephone; occasional use of a copy machine, computer; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VI. Working Conditions:

Generally comfortable working conditions; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling, or other actions involved in sport or activity teaching; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.